

COMMISSIONERS

1st Division: Aaron Newman
 2nd Division: Greg Dale
 3rd Division: Stephen Kullmann
 4th Division: Craig Benson
 5th Division: Patrick Higgins

Humboldt Bay Harbor,
 Recreation and Conservation District
 (707) 443-0801
 P.O. Box 1030
 Eureka, California 95502-1030



REQUEST FOR QUALIFICATIONS: REDWOOD MARINE OFFSHORE WIND AND HEAVY LIFT MULTIPURPOSE TERMINAL: FINAL PERMITTING AND 30% DESIGN PROJECT (funded by PIDP 2023)

The Humboldt Bay Harbor, Recreation & Conservation District (District) is requesting Statements of Qualifications from qualified firms for a grant funded project to complete permitting and 30% design as presented below.

1. CRITICAL DATES

ACTIVITY	DATE	CALENDAR DAYS UNTIL NEXT ACTIVITY	CALENDAR DAYS SINCE RELEASE OF RFQ
Announcement and release of Request for Qualifications (RFQ).	4/2/2024	20	0
OPTIONAL: Non-mandatory fully-virtual Q&A meeting with prospective proposers.	4/22/2024	0	20
OPTIONAL: Non-mandatory site-visit with prospective proposers.	4/22/2024	3	20
Questions due from prospective proposers. No questions will be accepted after this date.	4/25/2024	5	23
Addendum #1 issued, which will include answers to all questions posed by prospective proposers.	4/30/2024	17	28
Statements of Qualifications due by 5pm.	5/17/2024	5	45
TBD if this is necessary: Firms selected for interviews by District and/or Advisory Panel. Selected firms to be notified on this day.	5/22/2024	13	50
TBD if this is necessary: Consultant interviews.	6/4/2024	3	63
Staff report issued as part of regular agenda for monthly Board of Commissioners' Meeting. Staff Report will include recommended consultant.	6/7/2024	6	66
Board of Commissioners monthly meeting in which consultant will be selected by Board of Commissioners.	6/13/2024	18	72
Anticipated date in which consultant contract is to be signed.	7/1/2024	NA	90

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APRIL							MAY							JUNE						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
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2	= RFQ released.
22	= OPTIONAL: Non-mandatory site-visit and non-mandatory virtual Q&A meeting with prospective proposers.
25	= Questions due from prospective proposers. No questions will be accepted after this date.
30	= Addendum #1 issued, which will include answers to all questions posed by prospective proposers.
17	= Statements of Qualifications due by 5pm.
22	= Firms selected for interviews by District and/or Advisory Panel. Selected firms to be notified on this day.
4	= TBD if this is necessary: Consultant interviews.
7	= Staff report issued as part of regular agenda for monthly Board of Commissioners' Meeting.
13	= Board of Commissioners monthly meeting in which consultant will be selected by Board of Commissioners.
1	= Anticipated date in which consultant contract is to be signed.

2. INSTRUCTIONS FOR SUBMITTING PROPOSALS

Submittal Requirements: SOQs must be submitted electronically (.pdf) to Mindy Hiley, Director of Administrative Services; mhiley@humboldtby.org. Submitted SOQs must include the RFQ title in the email subject line. The submitter is responsible to ensure that they receive email confirmation of their submission.

Late Submittals: SOQs received after the time and date stated in the table above will not be accepted or considered.

3. HOW TO OBTAIN PROPOSAL DOCUMENTS

Copies of the solicitation and attachments may be obtained at:

Humboldt Bay Harbor, Recreation, and Conservation District 601 Startare Drive, Eureka, CA 95521
or
www.humboldtby.org/jobs

4. REGISTERED INTERESTED PARTIES LIST

Following release of the RFQ, entities considering submitting their qualifications for the project are advised to notify the Harbor District of their interest. The Harbor District will register each interested party to a "Registered Interested



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Parties List.” The District will provide email notifications of RFQ addendums to entities on this list. The District will provide the scheduled Addendum #1 to the Interested Parties List on the date presented in the table above.

5. QUESTIONS ABOUT THE SOLICITATION

Questions must be submitted in writing by email as follows:

Contact: Mindy Hiley; mhiley@humboldtby.org

Questions Due Date: See table above.

Please submit questions as soon as possible. No questions regarding this solicitation (other than non-substantive routine matters concerning the process of submission) will be responded to if received after the date listed in the table above. The Harbor District will respond to all questions in a publicly-available Addendum #1 to the RFQ on the date listed in the table above. All pertinent questions will be responded to. The Addendum #1, including questions and responses, will be made available on the Harbor District’s website (www.humboldtby.org). Addendum #1 will also be emailed to the Registered Interested Parties List.

Once the solicitation is issued, and until a recommendation for selection is made to the Harbor District Board, each Proposer and its representatives, agents, and affiliates, shall not contact members of the evaluation committee, Harbor District staff, Harbor District consultants, or the Harbor District Board to discuss or ask questions about the contents of this solicitation or the selection process. All questions shall be submitted in writing as described above. Inappropriate contacts may result in the Proposer’s disqualification.

6. FULL OPPORTUNITY

The Harbor District’s policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age, physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. The successful Respondent shall comply with the Harbor District’s non-discrimination policy and conflict of interest policy. The Harbor District reserves the right to reject any or all Statements of Qualifications, to waive any irregularities or informalities not affected by law, to evaluate the Statements of Qualifications submitted and to select the respondent according to the Statement of Qualifications which best serves the interests of the Harbor District.

7. DEFINITION OF TERMS AND PROJECT OVERVIEW

a. Definition of Terms:

District – The Humboldt Bay Harbor, Recreation and Conservation District (HBHRCD). Also known as the Humboldt Bay Port Authority.

Consultant – A qualified professional engineering, design, environmental science, planning, and/or permitting firm selected by the District (through this RFQ) to complete the “Final Permitting and 30% Design Project” as



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defined below. While the Consultant may consist of a group of consultants proposing as a unified team, the District expects that such a team will be led by one firm that is acting as Prime Consultant and that will serve as the District's primary point of contact for the consulting team/group.

Preliminary Engineering Project – A completed project that was conducted from March of 2022 through April of 2024. This completed project produced a series of preliminary special studies, a project description, and preliminary engineering. This "Preliminary Engineering Project" was competitively awarded to Moffatt & Nichol in early 2022. The materials produced during this "Preliminary Engineering Project" will be available to the Consultant selected to complete the "Final Permitting and 30% Design Project." This "Preliminary Engineering Project" was primarily funded through a grant from the California Energy Commission.

Final Permitting and 30% Design Project – The services called for in this RFQ. This will consist of completion of 30% engineering, CEQA, NEPA, all required permits, all required special studies to support CEQA/NEPA/permits, and a Baywide Master Plan. This project will also include advanced design (90%) for access roads, roadway connections, and habitat mitigation. This "Final Permitting and 30% Design Project" will be primarily funded through a 2023 PIDP grant from the U.S. Department of Transportation Maritime Administration (MARAD), with some matching funds from the California Energy Commission.

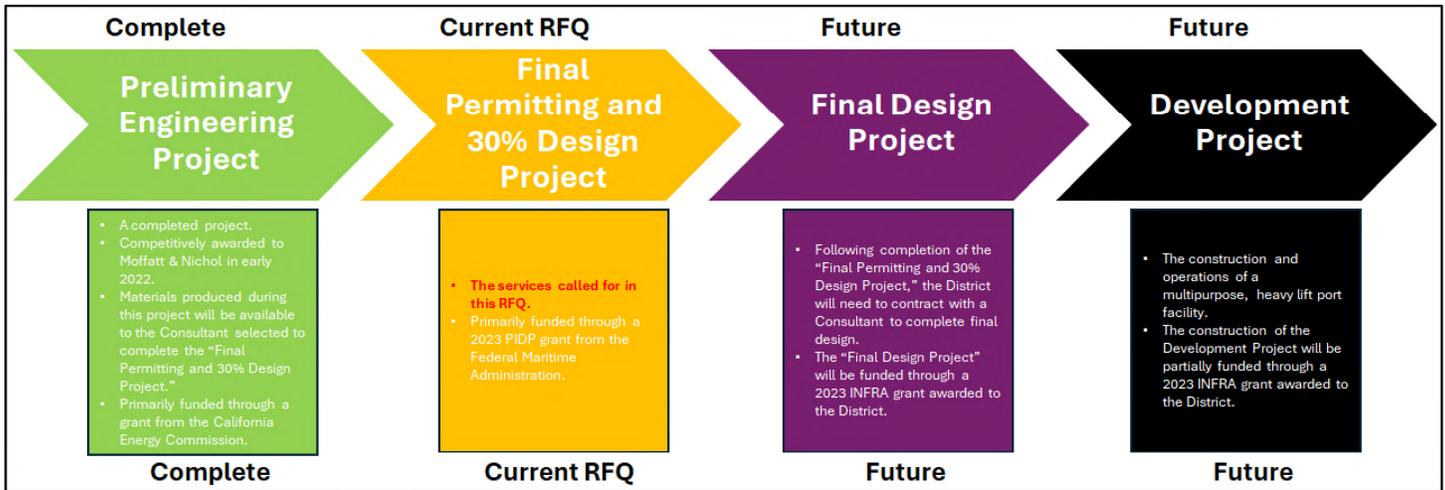
Final Design Project – Following completion of the "Final Permitting and 30% Design Project," the District will need to contract with a Consultant to complete final design. The "Final Design Project" will be funded through a 2023 INFRA grant awarded to the District.

Development Project – The construction and subsequent operations of a multipurpose, heavy lift port facility that is designed to serve as an offshore wind staging and integration (vertical integration) port terminal. While focused primarily on servicing the offshore wind industry, the development project will be designed as a multi-purpose facility and may also accommodate a variety of vessels and traditional port-based commerce and allow for a variety of other potential tenants and/or sub-tenants. The construction of the Development Project will be partially funded through a 2023 INFRA grant awarded to the District.

Project Area – The approximately 180-acre industrial area known as Redwood Marine Terminal I (RMT I) that is located adjacent to the east and southeast of the Town of Samoa in Humboldt County, California. Includes Assessor's Parcel Numbers (APNs) 401-031-040, -041, -078, -083, -054, -061, -071, 401-112-013, -029, -024, -011, -012. Includes the tidal waters and submerged lands of Humboldt Bay adjacent to the above listed parcels. May also include areas adjacent to the Federal Navigation Channel and other areas within the Bay that may need to be dredged and/or altered to realize the overall Development Project (see below). May also include off-site mitigation areas. The Project Area is the focus of each of the above projects.



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b. Possible Contract Extensions Beyond "Final Permitting and 30% Design Project"

Through this RFQ, the District proposes to hire a Consultant to complete the Final Permitting and 30% Design Project within the Project Area in order to stimulate the ultimate completion of the Development Project. To complete the Final Permitting and 30% Design Project, Consultant will build upon the materials already completed in the Preliminary Engineering Project. See sub-section above for definition of terms.

The purpose of this RFQ is to recruit and select a qualified Consultant to complete the Final Permitting and 30% Design Project. The selected Consultant will ideally be qualified to also complete final design and potentially construction management in the future. Following completion of the Final Permitting and 30% Design Project, the District could extend the Consultant's contract to subsequently conduct the Final Design Project.

c. Development Project Overview

With completion of the Development Project, the Project Area is envisioned to be used for offshore wind component manufacturing, fabrication, marshalling, laydown, dockside vertical integration, other associated and ancillary uses, as well as several in-water activities, including assembly, wet-storage, staging, ballasting, loading, unloading, towing, and transport. If necessary, the Project Area may also be utilized for forest product manufacturing, decking, and laydown, as well as for upland aquaculture and related/ancillary uses and structures, and broadband data facilities and data centers associated with the adjacent existing trans-pacific fiber optic line. Other Coastal Dependent Industrial and Coastal Related ancillary uses may be considered. Other non-Coastal Dependent/Related uses may also be evaluated.

d. Products Completed to Date

The following list of special surveys and technical documents are currently being prepared and the District anticipates they will be completed and available by the time the contract for this work is signed. These documents are not available during the RFQ period:

- 100 Year Flood Elevation Analysis Memo
- 15% Design Plans
- Botanical Survey Results
- CDP Consolidation memo



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- CEQA Preliminary Draft: Project Description
- CEQA: Initial Study - Environmental Setting and Impact Analysis
- CEQA: Notice of Preparation
- Coastal Resiliency (SLR, Tsunami, Etc.)
- Constructability Methodology and Scenarios Memo
- Construction Impacts Memo
- DGA Sourcing Memo
- Drainage Analysis of Neighboring Site (THA)
- Dredge Disposal Tech Memo
- Electrical Infrastructure and Green Port Memo
- Environmental Conditions Assessment
- ESHA Report
- Geotech Design Report
- Hazardous Materials (Phase 1 and Phase 2 are not scheduled to be completed until 2025 and are funded under a separate grant/contract)
- Land Use Analyses and Letter to County Planning Department
- Marine Geotech Drilling Strategy Memo
- Off-Site Drainage
- On-Site Drainage
- Pile Removal and Driving Sound Assessment
- Prelim ESHA Results
- Prelim Impact Assessment for Marine Resources
- Prelim Osprey and Bat Survey Results
- Prelim Special-Status Terrestrial Wildlife and Habitat Survey
- Prelim Wetland Delineation Results
- Prelim. Archeological Investigation Report
- Prelim. Assessment of Environmental Conditions
- Prelim. Eelgrass Mitigation and Monitoring Plan
- Prelim. Eelgrass Survey
- Preliminary Analysis: Access Roads
- Preliminary Analysis: Anchor Restriction Memo
- Preliminary Analysis: Biological Mitigation (Terrestrial) Memo
- Preliminary Analysis: Bird Survey Memo
- Preliminary Analysis: Operations Memo
- Preliminary Basis of Design
- Preliminary Coastal Modeling (Hydrodynamics, Sedimentation)
- Preliminary Construction Cost Estimate
- Preliminary Title Constraints
- Sediment Sampling and Analysis Plan Strategy Memo
- Shorebird and Brant Survey
- Shoreline Protection Design
- Site Ownership Meeting Notes & Next Steps
- Soil Probing Memo
- Storm Water Quality
- Transportation Analysis
- Trip Generation and Operational Analysis
- Upland Geotech Boring Results
- Utilities Memo
- Visual Simulations & Report
- Wet Storage
- Wetlands Delineation
- Wharf Design Technical Memo
- Workforce Study Memo

8. SCOPE OF WORK

The Harbor District will be selecting the most qualified consultant to complete the following general scope of work. The final scope of work, schedule, and budget will be determined during the contract negotiation period. The District will have final approval authority over all work products produced by the Consultant.

TASK 1: OVERALL PROJECT MANAGEMENT

a. 1A: Project Management and Reoccurring PM Meetings

The selected Consultant will establish a Project Manager or Project Management team to serve as the primary point of contact in all communications with Harbor District staff, responsible agencies, cooperating agencies, regulatory agencies, and other stakeholders as designated by staff. The Consultant PM will consult, communicate, and meet with District staff as often as necessary to verify, refine, and complete the project requirements and review the progress of the project. Under the direction of and with the participation of District staff, Consultant will initiate consultation with responsible agencies and other local, state, and federal agencies. Consultant will develop and maintain a project schedule and provide status reports via conference calls or remote meetings on a regular reoccurring basis, no less than monthly.



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b. 1B: Initial Work Plan

Consultant will prepare for a Kickoff Meeting by producing an Initial Detailed Work Plan, which should include project scope, timeline, and assumptions. This should include a thorough review of existing relevant literature and studies, as well as interviews with District staff and relevant stakeholders. This may also include site tours. The Initial Work Plan will be submitted to the District as a technical memo or report.

c. 1C: Project Kickoff Meeting and Workshop

At least one week after submittal of the Initial Work Plan, Consultant will attend a Kickoff Meeting to present the Initial Work Plan. This is likely to consist of a half-day or full-day workshop. The District will provide feedback, answer questions, and ask questions. The District and Consultant will establish communication protocols. The District envisions this workshop to be highly creative, collaborative, and productive.

d. 1D: Refinement of Detailed Work Plan

Following the Kickoff Meeting, Consultant will submit a Revised Detailed Work Plan, which will be reviewed, edited, and approved by District staff. As needed throughout the life of the project, the District may require Consultant to revise and refine the Work Plan, which may be reflected in the form of contract amendments.

9. TASK 2: HEAVY-LIFT OFFSHORE WIND TERMINAL PROJECT AT THE RMT SITE

a. 2A: Special Studies, Environmental Studies, and Site Investigations

Consultant will complete the special studies and site investigations needed to complete the permitting and design tasks outlined below. These special studies and site investigations will be developed through substantial coordination and engagement with port tenants, local utility providers, regional transportation stakeholders, neighborhood groups, the general public, Tribal governments, industry stakeholders, community-based organizations, environmental and energy justice groups, cargo stakeholders, and advanced technology developers and manufacturers. Some of this effort will build on products previously produced for the District.

At a minimum, the studies will include:

- Review, refinement, and/or finalization of studies already completed to date
- Coastal Navigation/Hydrology/SLR/Tsunami Analyses
- Geotechnical Borings and Analysis (Land, Marine, Sediment Sampling, etc)
- Sediment Testing, Analysis, and Sampling Plan
- ROW, Title Reports, Boundary Surveying, Site Surveying (Land & Bathymetry)
- Dredged Material Management Planning, Coordination, Analysis
- Air Quality Analysis, Terminal Electrification Plan, and Green Construction Plan
- Terrestrial/Wetland/Habitat Assessments/Mitigation Plan & Reporting
- Living Shoreline/Bank/Dredge Slope Stabilization Assessment/Analysis
- Off-Terminal Habitat Assessments/Surveys (Microgrid)
- USACE Sect 408 Analysis - Hydrodynamics, Sed Transport, Local Wet Storage
- USCG Analysis - ATON, Vessel Maneuvering
- Land Transportation Analysis



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- Agency Outreach and Coordination
- Green Terminal Strategy and Roadmap
- Terminal Operations Recommendations
- Navigation and Tow-Out Simulations:
 - Desktop Simulation; and/or
 - Full Bridge Navigation Simulation and Accompanying Study/Recommendations
- Conceptual Design and Cost Analyses of Widening the Federal Navigation Channel to Accommodate Larger Floating Wind Turbine Devices
- Other related studies/investigations as required by CEQA/NEPA/permits
- Other related studies/investigations as recommended by selected consultant

Note that Eelgrass mitigation planning/permitting/design will occur through a separate project with separate funding and procurement process. Also note that environmental site contamination, hazardous materials, Phase 1, and Phase 2 work will occur through a separate project with separate funding and procurement process.

b. 2B: 30% Engineering

The Consultant will prepare preliminary engineering (advancing from ~10% to 30% or beyond) to support the permitting/CEQA/NEPA efforts. This 30% engineering will inform the subsequent tasks and will provide an engineering-based project description, illustrative graphics, site plans, a final Basis of Design report, cost estimates, and material quantities. Some of this effort will build on products previously produced for the District. This will include the following sub-tasks:

- 30% Civil Engineering and Site Design (Buildings, Power, Fire, Water, Sewer, Grading, Stormwater, Roads, Geotechnical, Electrical/Power)
- 30% Marine Engineering Design (Structural, Wharf, Wet Storage, Shoreline Stabilization, Geotechnical)
- 30% Design-based Documents, Illustrative Graphics, Master Plan, and Site Plans
 - Project Description/Narrative
 - Terminal Operations Planning & Descriptions
 - Eco-Shoreline Planning
 - PG&E Upgrades Assessment and Engagement
 - Water/Sewer Provider Upgrade Assessment and Engagement
 - Design/Permit Drawings
 - Basis of Design
 - Visual Simulations
- 30% Cost Estimates/Constructability/Quantities
- Other related designs/services as required by CEQA/NEPA/permits
- Other related designs/services as recommended by selected consultant

c. 2C: Complete NEPA, CEQA, and Permitting

Completion of the project will require a suite of permits, consultations, and approvals through a variety of State and Federal resource and regulatory agencies. The Consultant will develop, submit, and facilitate the receipt of permits to enable the larger RMT modernization effort to proceed to construction in an expedited fashion. Some of this effort will build on products



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previously produced for the District. This will include the following sub-tasks:

- Project Description/Narrative (refinement and finalization of existing)
- Environmental Constraints/Env Doc Settings
- CEQA (EIR) (Harbor District as lead agency)
- NEPA (EIS) (USACE or MARAD as lead agency)
- Permit Applications, Submittal Documents, Receipt of All Required Permits, and Compliance Documentation for Mandatory Environmental Compliance
 - 1602 Streambed Alteration Agreement
 - ACOE Section 10/404 of the Clean Water Act (CWA)
 - ACOE Section 408
 - Bald/Golden Eagle Protection Act
 - California Air Resources Board Operating Permit
 - Coastal Development Permit
 - Coastal Zone Management Act (CZMA) Concurrence
 - Federal Aviation Administration (FAA) Obstruction Evaluation
 - HBHRCD Development Permit
 - Incidental Take Permit
 - Marine Mammal Protection Act
 - Migratory Bird Treaty Act
 - Private Aids to Navigation (PATON)
 - Section 106 of the National Historic Preservation Act
 - Section 401 Water Quality Certification
 - Stormwater Pollution Prevention Plan and Water Quality Management Plan
 - USFWS/NOAA/NMFS Biological Assessment(s)/Opinion(s)
 - Others to be determined by Consultant in collaboration with District
- Modifications to local land use regulations, such as rezoning or General Plan Amendments.
- Other tasks as required by regulatory agencies.
- Other tasks as needed to secure all required permit approvals.
- Other related services as recommended by selected consultant.

Note that Eelgrass mitigation planning/permitting/design will occur through a separate project with separate funding and procurement process. Also note that environmental site contamination, hazardous materials, Phase 1, and Phase 2 work will occur through a separate project with separate funding and procurement process.

d. **2D: Advanced Design for Access Roads, Roadway Connections, & Habitat Mitigation**

The Consultant will also develop advanced engineering studies supporting the surface transportation portions of the Project, including a raised, improved, and realigned access road from the county roadway that will enable greater access to the site for future phase construction activities. This will include the following sub-tasks:

- 90% plans, specifications, and estimates
- Final plans, specifications, and estimates
- Bidding plans, specifications, and estimates



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10. **TASK 3: BAYWIDE MASTER PLAN FOR OFFSHORE WIND DEVELOPMENT**

Consultant will conduct outreach, engagement, and assessments to develop a Baywide Master Plan that informs future holistic uses of the navigational channels of Humboldt Bay and its industrial tidelands. The Baywide Master Plan will seek to integrate the Humboldt Bay Offshore Wind Port (marshalling terminal) with the larger energy, logistics, operational, recreational, commercial, and navigational needs of the region, California, and the U.S. The Master Plan will review the linkages, logistics, technology, and potential manufacturing locations at the ports of San Diego, Long Beach, Los Angeles, Hueneme, San Francisco, and Humboldt to ensure compatibility of functions, equipment, workforce, and energy production and transmission goals. This Baywide Master Plan will leverage ongoing activities and best practices for equitable and accessible stakeholder engagement to inform the development of various subplans (or Master Plan chapters) such as a Terminal Electrification Plan; Workforce Development Gap Analysis; Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan; Community Benefits Plan; and, Domestic Procurement Gap Analysis. These activities will support greater sustainability, equity, workforce readiness, technology and knowledge transfer, and community and industry benefit while ensuring that OSW projects comply with forthcoming regulations and mandates.

This will include the following sub-tasks:

- A. Chapter 1: Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan
 - i) Stakeholder outreach
 - ii) Humboldt: POWERED Project website
 - iii) Development of Marketing Materials
 - iv) Technology and Knowledge Transfer Plan
 - v) DEIA Plan
- B. Chapter 2: West Coast Floating Offshore Wind Needs Evaluation
 - a. Data Compilation and Industry Outreach
 - b. Domestic Procurement Gap Analysis & Agency/Stakeholder Coordination
 - c. Workforce Development Gap Analysis & Agency/Stakeholder Coordination
 - d. Supply Chain, Manufacturing Ports Strategic Planning
 - e. Wet Storage Needs Assessment
 - f. Project Case Studies Targeting Policy Makers, Fleets, and Technology Vendors
- C. Chapter 3: Opportunity and Options Analysis for Sites Throughout Port of Humboldt
 - a. Evaluation of offshore wind development options throughout the Port of Humboldt Bay beyond the RMT site
 - b. Strategic planning for supply chain and transport linkages to other manufacturing ports
 - c. Navigation and Environmental Conditions Assessment
 - d. Wet Storage - Case Study, Literature Review & Criteria Development
- D. Chapter 4: Impact Assessment and Evaluation of Mitigation Alternatives
 - a. Recreational Facility Mitigation Assessment
 - b. Mitigation Needs & Opportunities (Longfin Smelt, Estuary, Benthic, Intertidal Conversion)
 - c. Scoping and recommendations of next steps (including NEPA requirements)



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11. OPTIONAL SITE VISITS

The Harbor District will host one optional site visit which allow potential respondents an opportunity to review the project site in person and pose questions regarding the project. All questions received during the optional site visit will be noted, with questions and responses distributed via addendum to this RFQ following the site visit. The specific times and meeting locations for the site visit will be posted on the Harbor District website and distributed via email to all parties who have registered as “Interested Parties” related to this RFQ. The site visit is optional and submittals from respondents who did not attend the site visit will be accepted.

12. SUBMISSION REQUIREMENTS

Statements of Qualifications must follow the format outlined below. The Harbor District may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any way from the required format. Failure to respond to these requirements may result in the proposal being considered nonresponsive and rejected from consideration.

Required Format

Statements of Qualification shall not be longer than 50 PDF pages. Firms are encouraged to keep proposals concise; SOQs under 40 pages are encouraged. The term “page” means one side of one 8½ x 11 piece of paper or one 8½ x 11 PDF page. Firm/team resumes will not be included in the final page count. Supplemental materials not requested in this RFQ, such as brochures and promotional materials, will not be reviewed.

Required Content

The proposer must include the following items. SOQs shall be organized in the order shown below:

1. Cover Letter (2 pages maximum)

Provide an introduction letter summarizing the qualifications of your firm/team to meet the needs of this project. Include company name and business address as well as email address and telephone numbers for key contacts. The letter must be signed by an individual/member of the organization who has the authority to offer, negotiate, and execute contracts on behalf of the firm. Respondents should confirm the receipt of all addenda in the cover letter.

Scoring: Pass/Fail. Firms that provide a cover letter will pass and will be evaluated according to the other criteria in this section. Firms that fail to provide a cover letter will fail and the overall SOQ will be rejected.

2. Qualifications and Experience

- a. Provide an overall organization chart for the proposed project team.
- b. Identify proposed firm/team, including a description of all key team members, including any key subconsultant team members.
 - i. Identify project manager and anticipated key team members roles and responsibilities.
 - ii. Include resumes of key team members as an Attachment to the SOQ. Resumes will not be included in the page maximum for this section.
- c. Provide information about your team’s knowledge and experience as relevant to this project, including experience related to port-wide and terminal-specific master planning, special studies, permitting, engineering, and design for:



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- i. Heavy lift marine terminals and associated cranes, wharfs, and uplands;
 - ii. Ground compaction, sub-surface ground improvements, and related treatments to achieve high bearing capacities;
 - iii. Access roadways and utility networks for marine industrial site development;
 - iv. Development for offshore wind industries, especially floating offshore wind;
 - v. Large scale capital dredging ;
 - vi. On-going maintenance dredging;
 - vii. Dredge material management, sampling analysis plans, testing, disposal, beneficial reuse, and associated agency/community engagement/coordination;
 - viii. Compensatory biological/ecological mitigation (terrestrial and marine), particularly in Humboldt Bay;
 - ix. Caltrans Class I trails, particularly in Caltrans District 1;
 - x. Designing to avoid/minimize impacts at site on/near sensitive coastal resources, particularly in Humboldt Bay;
 - xi. Minimizing the impacts of construction and operations to neighboring residential sites, including sound attenuation, visual screens, sound walls, fencing, operational planning, low impact lighting, and/or other related features;
 - xii. Tribal engagement;
 - xiii. Broad stakeholder and community engagement;
 - xiv. Coordinating design and environmental analyses to incorporate mitigation features and move rapidly into construction after discretionary approvals are received;
 - xv. Any other required technical qualifications required to complete the project as outlined in the attached PIDP 2023 grant application.
- d. Identify other potentially relevant qualifications and experience that Consultant could provide for this overall project. These could include fund raising, grant writing, marketing to and recruitment of offshore wind industry tenants, economic analyses, strategic planning, and a range of other possible tasks.
- e. Provide a brief description of at least three reference projects that your firm has completed in the last five years and that demonstrate the firm's experience in completing projects of this magnitude and scope.
- f. Provide a list of at least three references (names, current phone numbers, and email) for relevant recent work. References should be able to describe the qualifications and capabilities of team members looking to take leading roles and of the firm(s).

Scoring: Up to 40 points will be awarded for Qualifications and Experience. Firms must clearly demonstrate relevant experience of delivering projects of similar scale and scope.

3. Project Understanding and Approach

- a. Summarize the firm's general understanding of the overall project, including an understanding of the District's goals, priorities, and objectives.
- b. Describe in detail the firm's overall approach to completing the tasks described in the Scope of Work as outlined in the attached PIDP 2023 grant application. Utilize a detailed outline, flow diagram(s), Gantt chart(s), and/or other visual summary of your team's overall approach. The objective to demonstrate the consulting team's qualifications in analyzing, developing, and understanding a project scope.



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- c. The Harbor District expects the project design and environmental analyses stages of the project to be coordinated seamlessly. Describe the coordination process between the project environmental permitting and design components. Be sure to include the permitting and design of mitigation. Discuss how your team will function collaboratively and how you will engage with the Harbor District through the project.
- d. Identify the most significant challenges you anticipate the project will face and your strategy for navigating and resolving these challenges.
- e. If deemed necessary or prudent, suggest additional scope tasks that will be required for project development that are not clearly defined in this document or in the attached PIDP 2023 grant application.

Scoring: Up to 35 points will be awarded for Project Understanding and Approach.

4. Schedule

- a. Discuss your firm's experience and strategies with advancing complex schedules on projects similar to this. Provide examples, strategies, and other details.
- b. Consultant must submit a written commitment to the following schedule (which is drawn from the attached PIDP 2023 grant application):
 - i. Task 1 must be complete by the end of Q3 2026.
 - ii. Task 2a must be complete by the end of Q2 2025. The District's preferred deadline is end of Q1 2025 for this sub-task.
 - iii. Task 2b must be complete by the end of Q3 2025. The District's preferred deadline is end of Q1 2025 for this sub-task.
 - iv. Task 2c must be complete by the end of Q4 2025. The District's preferred deadline is end of Q1 2025 for this sub-task.
 - v. Task 2d must be complete by the end of Q3 2026.
 - vi. Task 3 must be completed by the end of Q4 2025.
- c. If deemed necessary or prudent, suggest alternative approaches and/or deadlines to the schedule.
- d. Provide a detailed breakdown of how the consulting team would approach the project schedule in detail by task and sub-task. This can be done in the form of an outline, diagram, Gantt chart, and/or other visual representation. The objective to demonstrate the consulting team's qualifications in analyzing, developing, and understanding a project schedule.

Scoring: Up to 10 points will be awarded for Schedule.

5. Cost Control Methodology

- a. Summarize the firm's general understanding of the overall budget as presented in the attached PIDP 2023 grant application.
- b. Describe the firm's approach to managing the project budget over the total life of the project and achieving cost control. The Harbor District expects to fund this entire project with grant



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funding and other external resources and will have no flexibility to absorb cost overruns. Identify strategies for managing the overall project budget and achieving cost efficiencies through sequencing of work, project management techniques, new technology, or proprietary methods.

Scoring: Up to 5 points will be awarded for Cost Control Methodology.

6. Local Teaming Partners

- a. The Harbor District seeks to support and advance local Humboldt County-based firms. Thus, the District will award points to teams that include local staff from firms with a permanent presence in Humboldt County.
- b. Either provide an overall organization chart that summarizes the various firms on the team or cite the organization chart from under the “Qualifications and Experience” section above. Ensure that the org chart identifies which firms include Humboldt-County-based staff/offices.

Scoring: Up to 10 points will be awarded for local teaming partners.

7. Inclusion of Disadvantaged Business Enterprises on Project Team

- a. **REQUIRED:** Provide a statement indicating that the Prime firm utilized good faith efforts to include DBE sub-consultants on the project team. Prime consultant must take steps to assure that minority businesses, women's business enterprises, labor surplus area firms, and other qualifying DBEs were pursued to join the project team. Outline the steps and processes used by the Prime firm to secure DBE sub-consultants.
- b. **IF APPLICABLE:** If the prime firm or any of the sub-consultants is a DBE, provide documentation demonstrating status of each as a Disadvantaged Business Enterprise.
- c. **IF APPLICABLE:** Provide a general description of the Disadvantaged Business Enterprise(s) on the Project team and the work such enterprise(s) will perform.

Scoring: Pass/Fail. Firms that provide a “statement indicating that the Prime firm utilized good faith efforts to include DBE sub-consultants on the project team” will pass and will be evaluated according to the other criteria in this section. Firms that fail to provide such a statement will fail and the overall SOQ will be rejected. Up to 5 points for inclusion of DBE firms on the project team.

13. CONSULTANT EVALUATION AND AWARD

An Evaluation Committee will be formed by the District to review all SOQs received. The Evaluation Committee will be comprised of Harbor District Staff and may also include personnel outside of the Harbor District. The Evaluation Committee will review all complete proposals submitted on time. Any proposals from consultants or consultant teams who cannot readily demonstrate adequate experience, qualifications, and capacity will be considered non-respondent and will not receive a full review. Following the threshold review, the committee will then evaluate the SOQs and evaluate based largely on the following criteria:



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- I. Cover Letter (Pass/Fail)
- II. Qualifications and Experience (40%)
- III. Project Understanding and Approach (35%)
- IV. Commitment to Schedule (10%)
- V. Effective Cost Containment Methodology (5%)
- VI. Local Teaming Partners (10%)
- VII. Disadvantaged Business Enterprise (DBE) (up to 5% bonus points)

Following the review and evaluation of SOQs received, the Evaluation Committee will present the evaluation results to the HBHRCD Board's Offshore Wind Subcommittee, which may join the Evaluation Committee to interview the top two to three respondents. The Evaluation Committee will then make a recommendation to the full Board of Commissioners. The Board of Commissioners will select and announce the winning firm in a public meeting. The Board of Commissioners reserves the right to select the firm or team that best serves the interests and goals of the District, regardless of the overall points awarded by and/or recommendations made by the Evaluation Committee.

Following award announcement by the Board of Commissioners, the Harbor District will attempt to negotiate a contract with the selected Proposer. The selected Proposer will be expected to utilize the District's standard contract. If the District is unable to come to resolution of a contract with the selected Proposer, negotiation with that Proposer will be terminated and the matter will be brought back before the Board of Commissioners for selection of a new winning firm. Negotiations will then proceed in the same manner with the other Proposers in order of Board preference.

The Harbor District reserves the right to modify or terminate this solicitation at any stage if the District determines such action to be in its best interest. The receipt of statements of qualification or other documents at any stage of the process will in no way obligate the District to enter any contract of any kind with any party.

The Harbor District and its advisors are not responsible for costs or damages incurred by proposers, shortlisted proposers, teams, team members, subcontractors or other interested persons in connection with this solicitation process, including all costs associated with preparing responses to this solicitation, and of undertaking due diligence and participating in any conferences, meetings, presentations, negotiations or other activities. The award of the Contract is contingent upon the Harbor District executing contracts with the Federal Maritime Administration (MARAD) for the funds appropriated to the District through the 2023 PIDP grant program.

14. PREVAILING WAGE REQUIREMENTS

Some components of the work to be completed, such as field work in support of data collection or the generation of special studies may be subject to State and Federal prevailing wage and labor standards. The selected firm will be responsible for complying with these and all other Harbor District and grant funder requirements.



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15. REJECTION OF SUBMITTALS

Statements of Qualifications may be rejected if they show any alterations of form, additions not called for, erasures, or irregularities of any kind. The Humboldt Bay Harbor, Recreation and Conservation District reserves the right to reject any and/or all Statements of Qualifications.

16. WITHDRAWAL OF SUBMITTALS

Any Statement of Qualifications may be withdrawn at any time prior to the submittal deadline provided that a request in writing, executed by the Proposer or his duly authorized representative, for the withdrawal of such Statement of Qualifications is filed with the Humboldt Bay Harbor, Recreation and Conservation District. The withdrawal of a Statement of Qualifications will not prejudice the right of the Proposer to file a new Statement of Qualifications.

17. DISQUALIFICATION OF SUBMITTALS

More than one Statement of Qualifications from an individual, firm, partnership, or corporation, or combination thereof under the same or different names will not be considered. Reasonable grounds for believing that any Proposer is interested in more than one Statement of Qualifications for the work contemplated will cause the rejection of all proposals in which such bidder is interested. If there is reason for believing that collusion exists among Proposers, none of the participants in such collusion will be considered in future solicitations.

18. ADDENDA

The Harbor District reserves the right to issue addenda to this RFQ as necessary in order to provide additional information, respond to questions, or modify any component of the RFQ, at the Harbor District's Discretion. All addenda will be posted online at the Harbor District website alongside this RFQ and provided via email to all registered interested parties.

Respondents should confirm receipt of all addenda to this RFQ in their Statement of Qualifications via a statement confirming the total number of addenda received in the cover letter.

19. ATTACHMENTS AND LINKS

The Harbor District strongly encourages interested parties to thoroughly review the following attachments and links:

- I. **VIRTUAL ATTACHMENTS** (these can be found under the second link under "other useful links" below):
 - A. CEQA Notice of Preparation (NOP) for the "Humboldt Bay Offshore Wind Heavy Lift Multipurpose Marine Terminal Project" found at:
https://humboltdbay.org/sites/humboltdbay.org/files/WindTerminal_NOP_2023%200628_0.pdf
 - B. PIDP 2023 Grant Application found at:
https://humboltdbay.org/sites/humboltdbay.org/files/Humboldt%20POWERED%20FY2023%20PIDP%20Proposal%20%28excludes%20KMZ%20files%29_reducedfilesize.pdf
- II. **OTHER USEFUL LINKS:**
 1. <https://www.youtube.com/@humboltdbayharbordistrict>
 2. <https://humboltdbay.org/humboldt-bay-offshore-wind-heavy-lift-marine-terminal-project-3>

